

Wisconsin ServicePoint

HMIS STEERING COMMITTEE REQUIREMENTS:

Policy:

An HMIS Steering Committee, representing all stakeholders to this project, will advise on project direction.

Purpose:

To define the roles, responsibilities and protocol of the HMIS Steering Committee.

Standard:

Definition of role of the HMIS Committee Responsibilities

Supporting Documents

❖HMIS Steering Committee Letter of Commitment

❖Minutes and Agendas

❖Contacts

Resources:

HMIS WEB SITE (WISP)

<https://wisconsin.servicept.com>

HMIS INFormed

www.hmis.info/default.asp

Wisconsin HMIS

The State of Wisconsin, Department of Commerce HMIS staff will convene and facilitate the steering committee.

There will be a proactive effort to have representation from consumer representatives, shelters/transitional housing for families and individuals, other homeless services organizations and government agencies that fund homeless assistance services.

There will be a concerted effort to find replacement representatives when participation has been inactive or inconsistent from the organizations involved in the project

1. **Representation** on the committee should take into consideration the following attributes:
 - a. **level** of user (e.g. User, Super User, Agency Administrator)
 - b. **geographic** location (e.g. Western part of the State)
 - c. **density** of location (e.g. Urban v. Rural)
 - d. **size** or volume of agency or program (e.g. Large like Porchlight or smaller)
 - e. **level and type** of service or program (e.g. Food Pantry or Transitional Housing)
 - f. **special interest** or demographic (AIDS and DV)

NOTE: There will be no prescriptive enrollment policy but rather guidelines. When fielding candidates for the committee, these demographic elements will be taken into consideration. Invitation to be on the committee will be extended to groups like WCADV or Entech but they will not be considered part of the representative body.

2. The representative body of the Steering Committee will be **capped at 10 members**
3. **Attendance** at meetings is required. A period of two consecutive absences from meetings will result in a resignation unless there are extenuating circumstances.
4. **Accessibility** will be open. The committee members will be visible

<http://wisp.wi.gov>

WISP HELP

sphelp@commerce.state.wi.us

Works in Progress:

and available for contacting from WISP users and agencies throughout the state.

5. **Responsibility** on the committee includes the following:
 - a. Taking responsibility for the implementation and continuous improvement of WISP.
 - b. Ensuring the WISP scope aligns with the requirements of agencies, HUD and other stakeholder groups.
 - c. Addressing any issue that has major implications for the HMIS be it policy mandates from HUD or performance problems with the HMIS vendor.
 - d. Reconciling differences in opinions and approaches, and resolving disputes arising from them;
 - e. Approving policy for users of the HMIS.
6. **Approval of strategy, policy and procedures** will be attempted through consensus and conversation but will ultimately be decided by simple majority.
7. **Letter of commitment** will be signed by all members of the Steering Committee.
8. **Frequency** of meetings will be every other month and important policy items that emerge in between these times will be handled by the committee over the e-mail.